



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 05-17-2005**

Robbins Library Board of Trustees  
May 17, 2005

### Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the April 11<sup>th</sup> meeting were approved with one clarification, on a motion by Ms. Ruderman; seconded by Ms. Deal.

### Communications

1. Donna Keefe, Russell Fund coordinator, has resigned her position effective June 30<sup>th</sup>.
2. Gerry Azzata, a reference librarian, has resigned her position effective May 31<sup>st</sup>. She has worked at the Robbins Library for over six years and is moving out of state. 3. On Sunday, May 22<sup>nd</sup> at 1PM, there will be a memorial service in the library's Reading Room for Rosalind Kantrowitz. Ms. Kantrowitz was a long-time reference librarian, retiring two years ago. The town manager gave permission for the Kantrowitz family to hold the memorial service at the library.

### Gift Policy

A draft policy matrix was distributed showing proposed acknowledgements, recognition and restrictions per giving level. Beginning at the \$500 giving level, donors will become members of the Maria Farmer Robbins Circle and will receive a certificate. Discussion took place about gift policy issues still needing clarification: 1. Bequests/bequest intentions (formalizing the planned giving process) 2. Pledges, particularly policy on multi-year pledges 3. Gifts to Fox Branch library 4. Endowments vs. expendables –how to determine the difference if the donor does not specify 5. Donations of toys or other items.

The gift policy will be completed and voted on at a future meeting.

### 501 (c) (3) Status

The town of Arlington, as a municipality, is tax-exempt but does not automatically have 501(c)(3) status as defined by the I.R.S. tax code. The advantages for the library to have its own status: 1. Enables receipt of matching gifts. 2. There is a program pending in the legislature to provide additional funding for libraries that have established foundations. Town Counsel has been approached to prepare the 501(c)(3) application for the library but declined due to potential conflict of interest. Ms. Fennelly made a motion to seek a lawyer to move forward with the creation of the 501(c)(3) status, with a progress report due October 2005; seconded by Ms. Muldoon. Passed unanimously.

### Wireless Project

Ms. Ruderman gave some history of this project, which has been under consideration since 2002. She has located a donor willing to

provide the necessary equipment to enable wireless Internet access to the public. Installation costs would not be included, but the Board will seek volunteers to provide the labor and expertise. The majority of trustees are in favor of pursuing this project in the upcoming fiscal year at little or no cost.

#### Author Programs

On Thursday, May 26<sup>th</sup>, the program with Lou Gorman will take place at Town Hall. Mr. Murphy will introduce the speaker and books will be available for sale and autographing. The two panels of Arlington authors will speak in the library Community Room on June 2<sup>nd</sup> and June 9<sup>th</sup> respectively. The Arlington Center for the Arts is the co-sponsor of the program. The authors will be responsible for the sale of their own books.

#### FY06 Budget Update

Ms. Loud distributed a sheet showing the proposed cuts per town department, as recommended by the Town Manager's office.

#### Community Read

This will take place during the summer and early fall. The selected title is "Snow in August" by Pete Hamill. Monson and Wilmington have used this title successfully. This book is a multi-layered novel rich with programming ideas.

#### Ten Favorite Books

Ms. Loud reminded the trustees to submit these soon. There will possibly be a display in the library of patron and staff submissions and a list of the titles.

#### Review of the 10<sup>th</sup> Anniversary Celebration

The activities are winding down. The Board expressed appreciation for the work done by Ms. Radochia and Ms. Fennelly throughout the year. Ms. Loud's staff appreciation luncheon will take place on June 6<sup>th</sup> at the Robbins House. Recognition gifts will be given out at that time.

#### Appointment of Nominating Committee

Ms. Muldoon and Ms. Deal have agreed to act as the nominating committee and will present a slate of officers at the June meeting.

#### MLTA Dues Renewal

The membership has not been paid since FY03. Ms. Fennelly made a motion; seconded by Ms. Ruderman to expend up to \$150 to enroll all trustees as members. Passed unanimously.

#### Other

Ms. Ruderman reminded everyone about the business solicitation which should be mailed this month. A small number of new businesses will be added to the donor database.

She also brought up the topic of an Internet seller called zazzle.com, a company that can produce sale items (note cards, tee-shirts, etc.) from digital photography of materials from the library's collections such as art prints. This could be considered for a future fundraiser. Ms. Fennelly again raised the issue of maintaining a joint Friends of the Library/Trustee calendar for annual events. This topic will be taken up at a future Friends meeting.

Adjournment

The meeting was adjourned at 9:35PM on a motion by Ms. Fennelly; seconded by Ms. Ruderman. The next meeting will be held on Tuesday, June 21<sup>st</sup> at 7:15 PM.

Respectfully submitted

Cynthia Diminture